



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: August 12, 2016
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre City Council Meeting Report

Human Resources

- Two vacant positions in Police Department - one Corporal and one Detective
 - Awaiting the test results in order to schedule interviews
- Vacant one Assistant Finance Director. One Applicant currently in background process.
- The Interview panel, interviewed 22 applicants for the Police Chief position this week.
- Currently reviewing health insurance renewals for next Fiscal Year.

Public Works

- Well project – SAWS interconnect removal and new install – SAWS requested a parcel ID and Joint Use Area w/in Public ROW between CoLV and SAWS. This required a survey and title company search. This was forwarded to SAWS permit reviewers. Once approved, the contractor will begin construction of the SAWS Tie In.
- San Antonio Constructors advised they will start construction August 15th for the Huebner Road mill & overlay project– contract is for 90 days.
- Kimley-Horn Engineers has completed their mapping of the drainage concerns that were brought to our attention during the workshop – should have final report to City Council by the end of September.
- Kinman House construction continuing this week, with asbestos siding at proposed doorway area removed. Exterior doors being installed and deck being constructed.
- The Fall Large item pickup is scheduled for the week of Sept. 5th to the 16th – notice has been placed in the newsletter and will be posted on the website and on the Facebook account. A notice will also appear on the August water bill and postcards are being developed for mailing.
- 2nd Neighborhood Renewal Program is scheduled for September 17th and we'll be targeting the Old Mill Subdivision area again
- The City Engineer is developing plans for the Bandera Road at Huebner Creek sewer rehabilitation – line is exposed and in danger of severing. He will also be developing plans to connect homes along Locker Lane to sewer main.
- IDS Engineering working on cost estimate for Huebner-Onion Natural Area ADA accessibility
- Collaborating with Park Commission to compile survey for residents of Old Mill Subdivision to ask what amenities they would like in the new park. Parcel has been mowed and cleaned out.
- Traffic study for Hodges Street completed. Will bring recommendations to City Council on August 16th.

- Submitted requisition for fitness stations for Silo Park. The trail has been constructed with road millings from the Evers Rd. project, and will be sealed. The field has been mowed, and crews continue to clear out dead trees and brush from creek.
- Received estimates on fencing for Police Station parking area and Huebner gravesite. Also received estimate on repairing Huebner gravesite monument.
- Evers Road sidewalk project well underway – finishing up at the library crosswalk.
- Finishing the Aquarium detention pond – reshaping and seeding.
- Waiting to receive Forest Oaks Pool inspection report – should be ready by end of week.
- Received letter from architect stating sidewalk lift at Fire Station was caused by ground swell and was not the fault of the Bartlett Cocke Contractor.
- Waiting for final invoice, so we can hold our last Bond Oversight Committee meeting which is scheduled for August 15th
- Working with Animal Control Officer to develop plans for feline holding area, dog kennel
- Working on revisions to Article 6, High Grass, Weeds, Debris and to Animal Control Code

Police Department

- Death at a local apartment complex.
- Assisted Code Enforcement with a vehicle on Shadow Mist.
- Deployed speed trailer to Bally in reference to a Council inquiry. Out of 1,659 vehicles, 29 were speeding. Speed trailer was recharged and placed so that it would measure vehicles traveling the opposite direction of travel. Officers are also patrolling the area as well.

Fire Department

- **Training** – Firefighters Eric Burnside and Kory Paulini completed Swift Water Rescue Technician training in New Braunfels. The department has successfully trained twelve (12) newly certified Swift Water Rescue Technicians for 2016. This is consistent with the 2016 department goal to improve the flood response capabilities of our team.
- **EMS Administration** – The department received positive feedback following a 90-day performance evaluation from our new Emergency Medical Director, Dr. Craig Manifold. The department continues to work towards transition in Standard Medical Operating Procedures, and is on track to complete the procedural review, which will continue to improve consistency in medical treatment.
- **Delay in Fire Engine** – The department was notified by Sutphen of a delay in delivery date of our new fire engine. This is due to a delay from the pump manufacturer (“Waterous”), and no fault to Sutphen. While the delay is unforeseen, the water pump is the heart of the fire engine and cannot be rushed.
- **New Firefighter** – The fire department welcomes Firefighter/Paramedic Bryan Peterson as our new teammate. Firefighter Bryan is a 2-year veteran of the Alamo Heights Fire Department, and brings a strong background in service and training. Firefighter Bryan Peterson has been assigned to B-shift with Captain Oscar Valdez.
- **Grant application** – The fire department has submitted a grant application through the Local Emergency Planning Committee (LEPC). The grant criteria will assist and support response to hazardous materials emergencies. The grant application included a request for a replacement power generator for the fire station, new self-contained breathing apparatus (respirator protection for firefighters), pre-emption lighting controls that allow firefighters to control traffic lighting to improve emergency response, and incident command vehicles.

Community Development

- We just received word indicating that the McCoy’s at 5500 Bandera Road will be relocating in the near future.

- The Zoning Commission considered a rezoning application for 6612 Bandera Road on behalf of the Applewhite property, and the Zoning Commission recommended denial. The applicant will be moving forward with their rezoning request to the City Council.
- Building Plans have been submitted and are under review to remodel the sixth floor at 6100 Bandera Road; the Tower West Building. This space will be used by the Bureau of Alcohol, Tobacco and Firearms.
- A replat has been submitted for the Northeast corner of Bandera Road and Grass Valley Drive.
- At its August meeting, the Zoning Commission will be considering a Specific Use Permit for a Tail Waggers Dog Daycare at 5407 Bandera Road, Suite 117.

Library

- Two wifi computers added for public in the Young Adult area
- Working on designating Young Adult area more - defined by borders and cafe tables
- Weeding of Fiction and Large Type Fiction completed

Communications

- The Manager is authorizing the Communications Department to move forward with a new vendor for the Lion's Roar Newsletter. The newsletter will remain bi-monthly and but will be expanded to a standard 6-pages, rather than 4-pages. The new printing company, Litho Press, Incorporated, will significantly cut the cost of the production of the newsletter by \$1,016 bi-monthly for an annual savings of \$6,096. The business owner (Patrick Murray) lives in Leon Valley but his printing press company is in San Antonio.
- Continued planning for Ciclovía in Leon Valley on Saturday, October 29, 2016, from 9am to 2pm in collaboration with the YMCA of Greater San Antonio, the Halloween Party at the Library, the NWSC Trash and Treasure, and Arbor Day Festivities by the Tree Advisory Board. Planning and coordination for this event continue. To date the Communications Office has received approximately nine (9) applications for exercise station participants.
- Initiated the Revize website update. Survey was answered for the Revize website team to begin looking at new options for website user-friendliness, appeal and updating. Staff is uploading 15 high-quality photographs to a Revize FTP site for use in updating the website.
- Special project for the Mayor and City Manager – created a questionnaire for Public Works, Community Development, Communications and the Fire Department regarding water, energy, housing, transportation and quality of life considerations for a general 2040 report that Bexar County is working to create. This is similar to the SA Tomorrow Plan and the Via 2040 Vision Plan.
- Continuing to work with CPS Energy to get the upgrade to the electricity in the park completed.
- Researched the status of the Crystal Hills Park (from 2008) along Shadow Mist connecting Leon Valley and San Antonio.
- Investigating ways to market the community and conference centers more effectively and increase revenues.
- Working with IT Specialist to create a customer service survey that will be linked to all employee emails that are sent to the public/customers, to begin to monitor and gauge customer satisfaction and potential customer service improvements.

City Attorney's Office

- Researched the law and revised the Hand Gun Policy
- Reviewed and approved Certificate of Approval for Mayor of Leon Valley for Tax-exempt Financing
- Met with City Manager regarding Special Election ballot language
- Met with City Manager regarding Open Records Request to Police Department
- Reviewed, revised and approved City Council agenda items for Aug. 16 meeting
- Requested information from DOI through FOIA regarding LV Natural Area Park
- Reviewed draft letter to Dept. of Interior regarding Title II issue re LV Natural Area Park
- Drafted Waiver of Liability for Oak Wilt treatment
- Drafting release for Oak Wilt treatment kits

- Reviewed, revised and approved letter re soccer field lights and noise, and SUP at 5504 Shadow Mist
- Created Attorney Day for consultation with defendant's attorneys
- Sent directive to municipal court clerk and staff re Attorney Day
- Reviewed and revised response to mediation
- Reviewing Amended Articles of Incorporation and filing procedure with the Sec. of State

Finance Department
July 2016 Financials

General Fund						
REVENUE	FY 2016 BUDGET		FY 2016 Y-T-D ACTUAL		FY 2015 Y-T-D ACTUAL	
Ad Valorem	\$ 3,690,905	83.3%	\$ 3,697,315	100.2%	\$ 3,428,221	103.4%
Sales Taxes	2,277,100	83.3%	1,524,925	67.0%	1,801,151	84.8%
Franchise Taxes	959,929	83.3%	725,609	75.6%	617,534	73.5%
Licenses,Permits,Fees,Fines	810,150	83.3%	798,204	98.5%	723,751	72.6%
Miscellaneous	137,220	83.3%	211,131	153.9%	148,353	92.4%
TOTAL REVENUE	\$ 7,875,304	83.3%	\$ 6,957,184	88.3%	\$ 6,719,010	90.3%
EXPENDITURES						
Business Office	\$ 165,817	83.3%	\$ 128,113	77.3%	\$ 111,650	67.6%
Finance	224,673	83.3%	176,531	78.6%	178,498	81.1%
Council & Manager	819,105	83.3%	592,862	72.4%	445,459	81.2%
Police	1,909,089	83.3%	1,426,244	75.0%	1,559,283	76.0%
Fire	2,815,698	83.3%	2,396,233	85.0%	1,883,689	84.0%
Public Works	1,441,516	83.3%	1,017,685	70.6%	984,358	83.0%
Community Development	219,740	83.3%	186,375	84.8%	174,432	79.2%
Economic Development	247,498	83.3%	102,595	41.5%	104,768	55.4%
Special Events	157,519	83.3%	122,358	77.7%	87,142	89.3%
Parks & Recreation	238,372	83.3%	154,473	64.8%	99,222	54.0%
Library	363,310	83.3%	270,725	74.5%	252,911	70.4%
Communications	446,700	83.3%	272,180	60.9%	223,656	76.2%
Other Sources/Uses	-		-		-	
TOTAL EXPENDITURES	\$ 9,049,037	83.3%	\$ 6,846,374	75.8%	\$ 6,105,068	78.8%

Water and Sewer Fund

REVENUE	FY 2016 BUDGET		FY 2016 Y-T-D ACTUAL		FY 2015 Y-T-D ACTUAL	
	Water Sales	\$ 1,594,000	83.3%	\$ 1,178,379	73.9%	\$ 1,127,804
Sewer Sales	1,912,000	83.3%	1,506,134	78.8%	1,466,610	78.0%
Connection & Platting	2,500	83.3%	650	26.0%	525	21.0%
Customer Fees	43,300	83.3%	39,485	91.2%	31,665	73.1%
Tapping Fees	16,000	83.3%	10,195	63.7%	18,818	117.6%
Water Lease	-		60,000		-	
Miscellaneous	46,000	83.3%	19,870	43.2%	958	2.1%
TOTAL REVENUE	\$ 3,613,800	83.3%	\$ 2,814,714	77.9%	\$ 2,646,380	73.7%
EXPENDITURES						
Business Office	698,946	83.3%	\$ 533,701	76.4%	\$ 573,302	74.6%
Water System	1,245,237	83.3%	776,700	62.4%	1,020,396	62.0%
Sewer System	1,797,659	83.3%	1,143,763	63.6%	1,081,788	74.6%
Storm Water	999,200	83.3%	492,961	49.3%	286,041	60.6%
Other Sources/Uses	-		-		-	
TOTAL EXPENDITURES	\$ 4,741,042	83.3%	\$ 2,947,126	62.2%	\$ 2,961,527	68.3%

Community Center Fund

REVENUE	FY 2016 BUDGET		FY 2016 Y-T-D ACTUAL		FY 2015 Y-T-D ACTUAL	
	Hotel/Motel Taxes	95,000	83.3%	\$ 64,385	67.8%	\$ 62,632
RENTAL FEES						
Community Center	61,680	83.3%	26,220	42.5%	35,043	77.9%
Conference Center	28,320	83.3%	21,677	76.5%	23,995	78.8%
TOTAL REVENUE	\$ 185,000	83.3%	\$ 112,282	60.7%	\$ 121,670	75.8%
EXPENDITURES						
Community Center Operations	198,200	83.3%	\$ 136,803	69.0%	\$ 122,517	75.1%
TOTAL EXPENDITURES	\$ 198,200	83.3%	\$ 136,803	69.0%	\$ 122,517	75.1%

Street Maintenance Sales Tax

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Actual FY 2016
Revenues	554,015	720,833	609,416	374,292
VIA Reimbursement	-			208,513
TOTAL REVENUES	554,015	720,833	609,416	582,805
Expenditures	10,720	1,091,045	1,284,918	172,725
TOTAL EXPENDITURES	10,720	1,091,045	1,284,918	172,725
FUND BALANCE	1,017,086	646,874	(28,628)	1,056,954

Upcoming Events:

- Special City Council Meeting Executive session begins at 5:30 p.m. on August 16, 2016, in the Leon Valley Council Chambers.
- Crime Control Prevention Board of Directors Meeting begins at 6:30 p.m. on August 16, 2016, in the Leon Valley Council Chambers
- Regular City Council Meeting begins at 7:00 p.m. Tuesday, August 16, 2016, in the Leon Valley City Council Chambers.
- Future Agenda Items:
 - Sign Ordinance LED
- Upcoming Important Events:
 - August 27th from 9:00 a.m. – 12:00 p.m. at the Leon Valley Conference Center – Parliamentary Procedure & Open Meetings Training for all directors, board liaisons, City Council Members, Boards, Commissions and Committee Members.
 - August 30th from 5:00 p.m. – 7:00 p.m. at the Leon Valley Conference Center – VIA Public Meeting regarding January service changes and to inform citizens of the Primo route and the modification of this route in Leon Valley
- Budget Workshops
 - August 31st at 5:30 p.m. – First Tax Public Hearing
 - September 6th at 7:00 p.m. – Second Tax Public Hearing